



By EMAIL: WIOATitle@dwd.wisconsin.gov and bwtdwering@dwd.wisconsin.gov
ORIGINAL BY U.S. MAIL

State of Wisconsin
Department of Workforce Development
State Rapid Response Coordinator and
Dislocated Worker Unit
P.O. Box 7972
Madison, WI 53707

Re: Notice of Layoffs
Reynolds Machine, 17005 W. Ryerson Road, New Berlin, WI 53151

Dear Ladies and Gentlemen:

Although we do not believe that notice is required pursuant to the Wisconsin Plant Closing and Mass Layoff law (Wis. Stat. § 109.07) or the federal Worker Adjustment and Retraining Notification ("WARN") Act, we are providing you with this notice as set forth below on a voluntary basis.

Due to the unforeseeable, dramatic downturn in business caused by the COVID-19 pandemic and resulting business closures, Reynolds Machine Company regrets to inform you that it has been forced to implement a mass layoff of employees at its New Berlin, Wisconsin facility, located at 17005 Ryerson Road, New Berlin, WI 53151, effective March 24, 2020.

The company has approximately 82 employees at this location. Thirty Six (36) employees have been affected by the layoff. The affected employees are expected to be separated from employment beginning on March 24, 2020 with all separations accomplished by March 26, 2020. While the company anticipates that the layoff will only be temporary, at this point we cannot be certain how long the layoffs will last. At this point the company intends to continue its operations to the extent possible and anticipates that the entire operation will not be closed.

The recall of employees subject to lay-off is certainly anticipated at this time. The employees are not subject to any collective bargaining agreement and employees in affected positions are not entitled to any bumping rights. The job titles of positions to be affected and the number of affected employees in each job classification are on Exhibit A, attached hereto, and incorporated herein.

By copy of this letter, we are providing notice to the Mayor of the City of New Berlin. The affected employees have also been provided with notice.



We are grateful to all of our employees for their many contributions to the business and look forward to their return to work. The information contained in this letter is based on the best information available to the company at this time. For further information, please contact me at (262) 784-7777.

Sincerely,

Reynolds Machine Company

Chris Feller
President/CEO

Enclosure

cc: City of New Berlin, Attn: Mayor Dave Ament
dament@newberlin.org

EXHIBIT A
LAYOFF LIST BY POSITION AND NUMBER

POSITION TITLE	NUMBER OF AFFECTED EMPLOYEES
Shipping & Receiving	3
Quality Techs	4
Machine Operators	23
Repack	4
Tool Room	1
Administration	1